my IL aces$ FINANCIAL MANAGEMENT SERVICES

Downloading CareAttend

CareAttend is a free app published by CellTrak. It is compatible with a wide range of Apple and Android devices.

To get the CareAttend app, open your device's Camera app and use the camera to view the appropriate QR code for your device. Wait with the code in your camera's field of view until a link appears. Tap the link to open the CareAttend page in your device's app store.

Download for Apple Devices

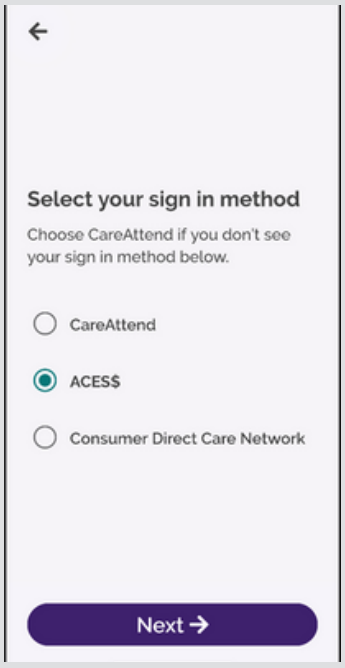
Download for Android Devices

CareAttend Registration

Before registering the CareAttend App, you must have registered in the ACES$ Online portal. If you do not have an ACES$ Online account, create one by going to login.MyCIL.org.

When you open the App, tap ***Sign In*** to begin the registration process.

Choose ACES$ as the sign-in method and tap ***Next***.



An ACES$ Online login screen appears. Log in to ACES$ Online using your existing email address and password.

After entering your credentials, CareAttend continues with its setup process.

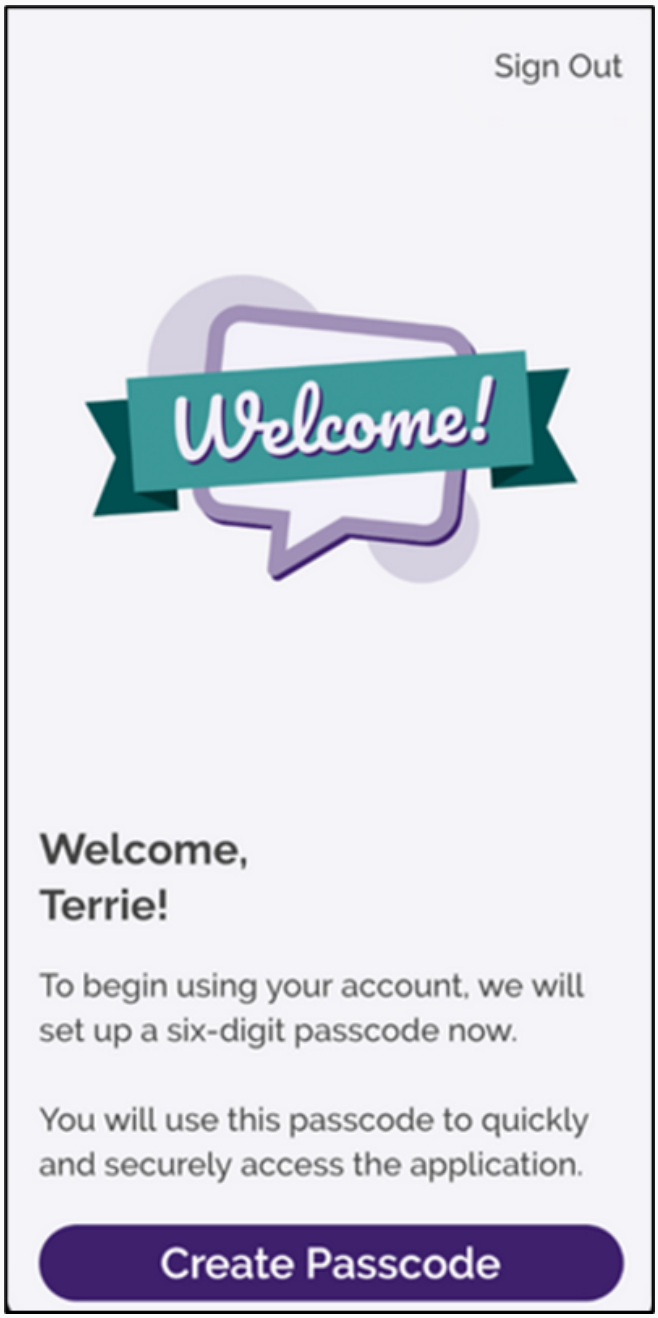
This is the only time you need to log in using your ACES$ Online credentials. For future convenience, the next step is to create a six-digit passcode for unlocking the App.

If your device supports fingerprint or face unlocking, it can be enabled now or later in settings.

Lastly, the App prompts you to enable permissions:

- **Location Services** (required) to record the location of services provided, and
- **Motion Access** (optional) to save battery. This may be declined.

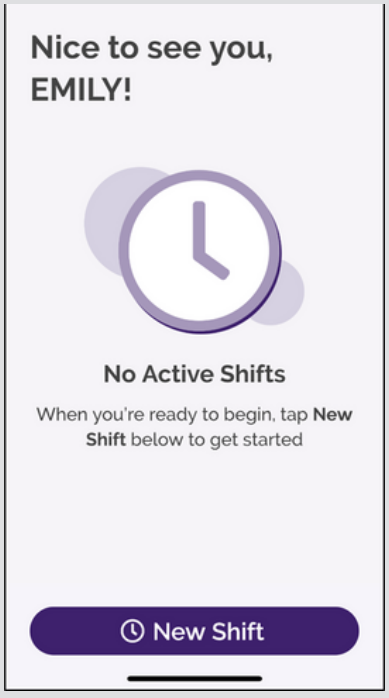
Once the permissions are granted, CareAttend one-time registration is complete.



CareAttend Clock In and Out

Clock In

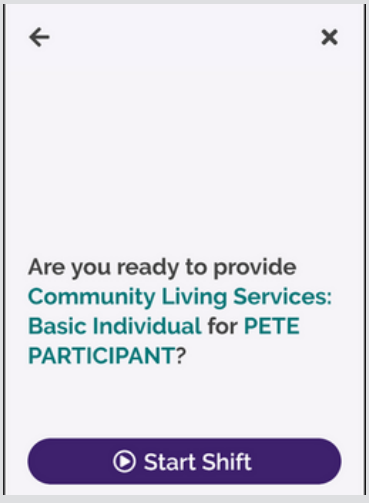
Open the CareAttend App.
Tap **New Shift**.
Choose the Participant you're clocking in for and tap **Next**.
If needed, choose which service type you're providing, and tap **Next**.



Tap **Start Shift** and begin work. You are clocked in!
The shift timer will keep running

- Even if the CareAttend App is closed,
- Even if the device is asleep,
- Even if the device is off!

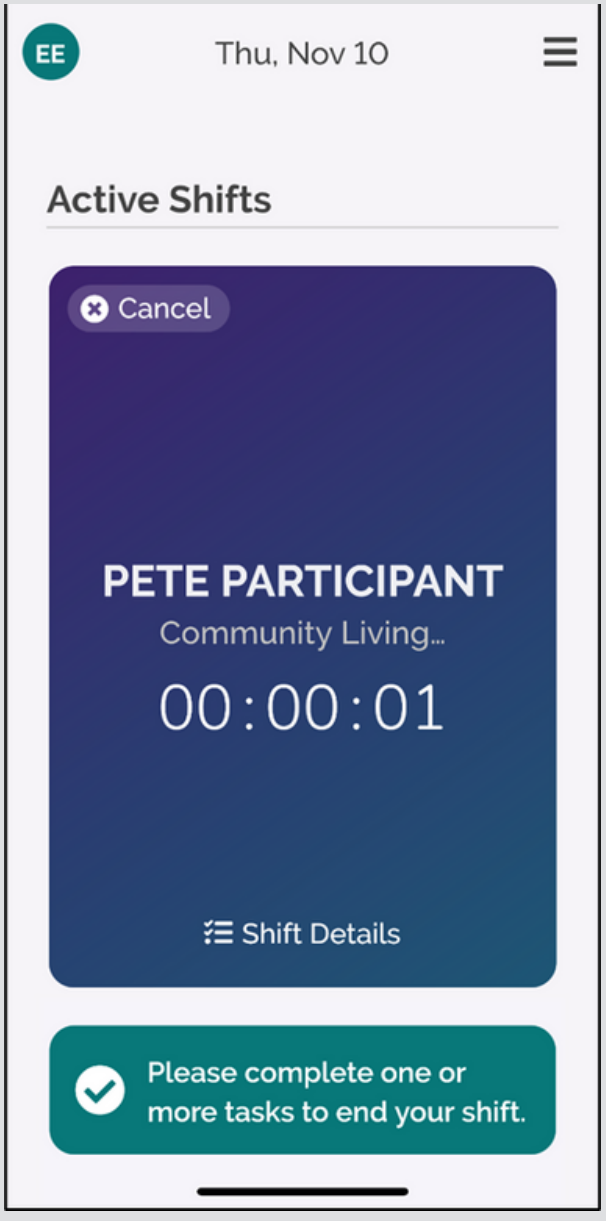
The only way to make the timer stop is to clock out of the shift. You don't need to worry about keeping the App open; instead, just go about your business as normal.



Clock Out

Before you can clock out, you'll need to enter the tasks performed during the shift.

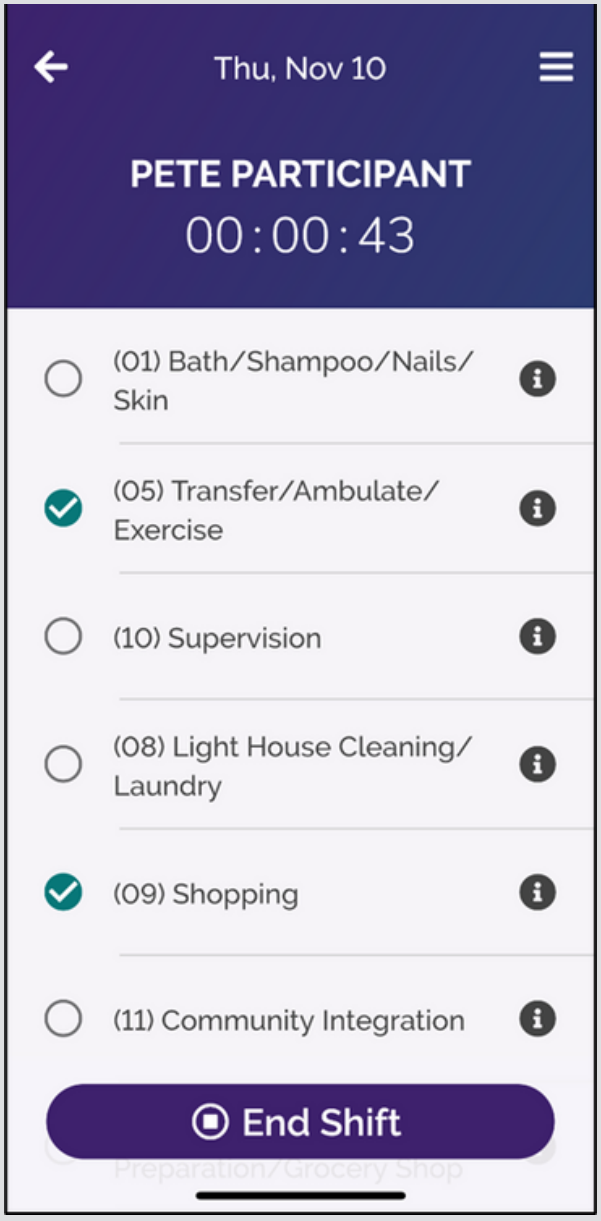
This can be done anytime by tapping ***Please complete one or more tasks to end your shift***.



Once you have chosen the tasks, you will see the ***End Shift*** button appear. Tap it to begin clock-out.

Review the shift details and adjust if needed.

Then tap ***Sign*** to begin the signature process.



Signatures

Review the text and tap the signature box where it says ***Tap Here to Sign***.

Next, the employee signs the screen and tap ***Accept***.

If the Employer is Available

If the Employer is available to sign, tap ***Employer Signature***.

The Employer takes the device, reviews the shift details, and scrolls down to find the signature box. They add their signature in the same way the Employee signed.

Once complete, they pass the device back to the Employee.

If the Employer is Not Available

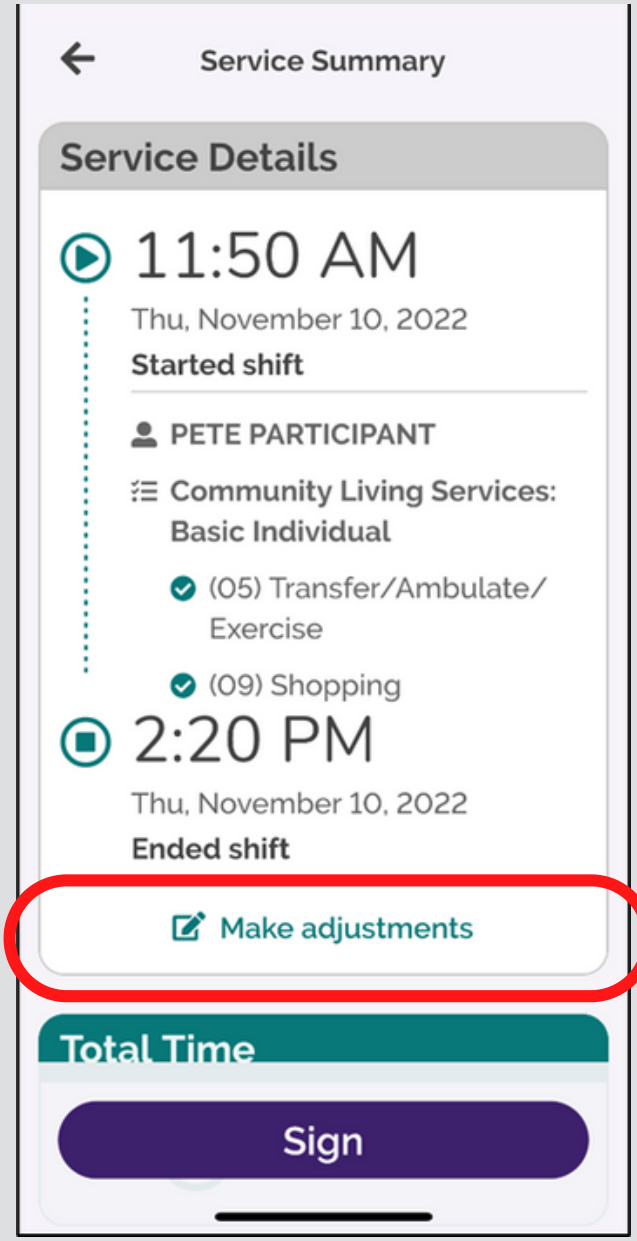
If the Employer is not available, tap ***Unable to Obtain Employer Signature*** and provide a reason why.

The Employer will need to review and accept/reject the shift in ACES$ Online web portal, located at login.MyCIL.org.

Adjusting a shift during Clock Out

When clocking-out a shift may need to be adjusted.

After tapping ***End Shift*** to begin clock-out, the Employee can tap ***Make Adjustments*** to edit the date and/or time of the clock-in or clock-out so it accurately reflects the time worked.

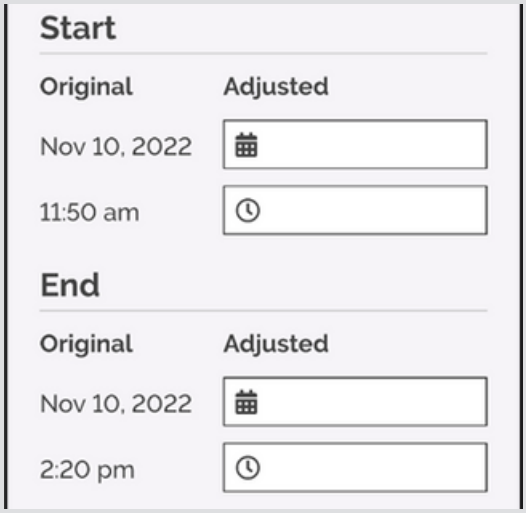


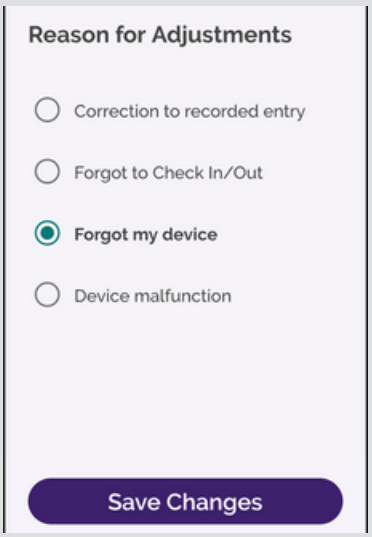
Tap the blank boxes under Adjusted to adjust any or all of:

- The start date/time the shift.
- The end date/time the shift.

Use the calendar tool to change the dates and use the clock tool to adjust the times. Tap ***OK*** to lock in your edits.

Choose the reason for the adjustments from the list and tap ***Save Changes.*** The **Service Summary** screen reappears, now with the new shift details you just edited. Continue the clock-out process as normal.



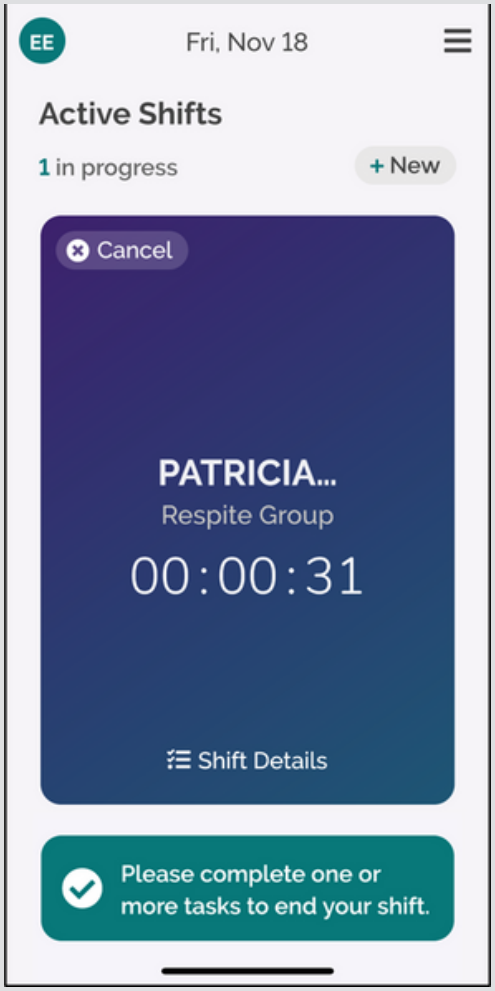
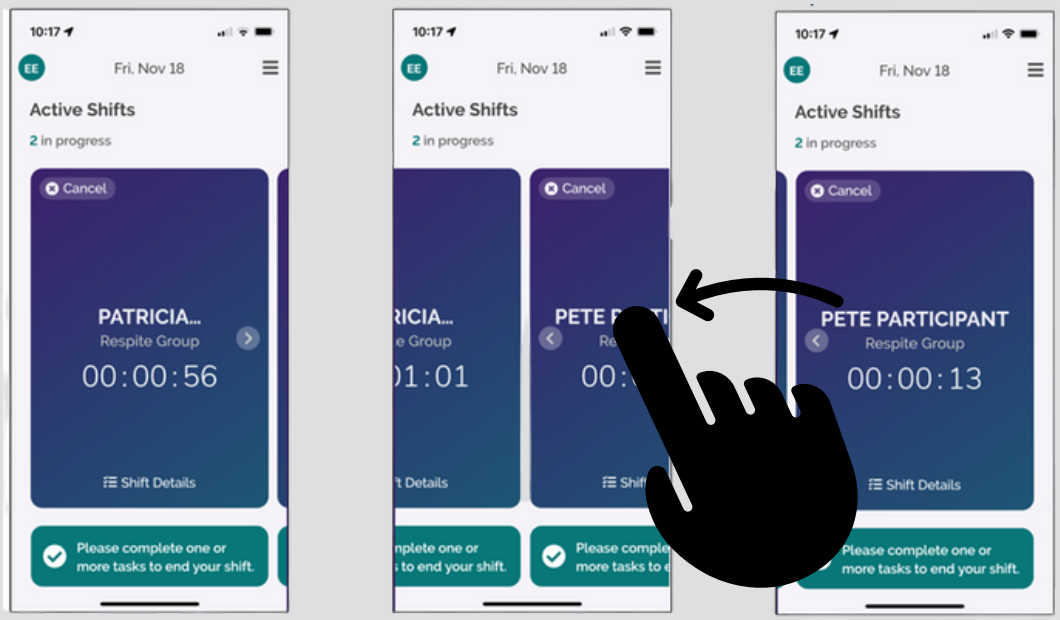


Group Service

To clock in for more than one person at once, first clock in as normal for the first Participant.

Next, tap the button to begin to clock-in for another Participant while the first shift is still running.

As usual, continue clock-in by choosing the participant, the service type, and then ***Start Shift.***

Now you are clocked in for two different Participants at once.

Swipe left and right between your multiple running shifts in order to see details, enter tasks, or clock out for either of the shifts.